FOCUS – BASIC REPORTING
THREE DAYS

Description

This workshop provides a comprehensive overview of how to use the report writing capability of FOCUS to produce reports. Participants learn to use functions and features efficiently and apply FOCUS to real work tasks, be they on mainframe (MVS or VM) or the personal computer (OS/2 or DOS).

Topics

This workshop covers the following subject areas:

- Tables and basic query verbs
- LET and COUNT
- SUM and WRITE
- Sort Phrases: BY and ACROSS
- MAXIMUM and MINIMUM
- AVG and PCT
- COMPUTE and SUBTOTAL
- Screening relations
- FOCEXECs
- Type and Edit commands
- TED functions
    - Definitions of new fields
- Multiset requests
    - Report formatting

Objectives

Upon successful completion of this course, the student will be able to:

- Work interactively with FOCUS to produce ad-hoc reports
- Design custom reports
- Create reports to be run at regular intervals
- Use TableTalk
- Construct complex query statements
- Perform mathematical functions and define new fields
- Construct queries in the TED environment

Prerequisites

Participants should have basic keyboard familiarity, and know the kinds of reporting they expect from company data.